

Community Supervision Standards Juvenile Justice Authority State of Kansas	CHAPTER: SUPERVISION	STANDARD NO. CSS-02-101
	SUBJECT: SUPERVISION ORIENTATION AND COURT-ORDERED CONDITIONS OF PROBATION/SENTENCING	PAGE: 1 of 1
REFERENCES: JJA-0110		DATE ADOPTED: 7/1/06 DATE REVIEWED:

STANDARD: Written policy, procedure and practice shall require orientation to be completed within 5 business days from initial contact. The Community Supervision Officer, juvenile, parent(s) and/or guardian(s) shall participate in an orientation, which at a minimum includes items on the JJA-0110 form. Documentation of orientation shall be contained in the juvenile's case file.

If parents and/or guardians refuse to sign necessary paperwork, refusal shall be documented in accordance with local policy and procedure.

All juveniles shall have a written copy of their court-ordered conditions of probation/sentencing.

DISCUSSION: The JJA-0110 form should be used as an outline to ensure that key subjects are not overlooked. Community Supervision Agencies may elect to expand the checklist based on local policy and procedure. Community Supervision Agencies are encouraged to develop orientation elements that may be unique to its jurisdiction.

For Child Support Enforcement guidelines, see the JJA Child Support Enforcement Handbook.

If the juvenile receives Social Security Benefits, see Section V in the JJA Case Management Payment System Handbook for more detailed information and instructions.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies and their employees/contractors and juveniles under supervision. They are not intended to establish state created liberty interests for community supervision agencies or their employees/contractors, or supervised juveniles, or an independent duty owed by the Juvenile Justice Authority to community supervision agencies, or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.